



213 S. Marquette St. Ironwood, MI 49938
Memorial Building, Conference Room #1, 2nd Floor
Downtown Ironwood Development Authority Meeting Agenda

1. Call to Order
2. Recording of the Roll
3. Approval of the January 25, 2017 Meeting Minutes
4. Approval of the Agenda
5. Citizens wishing to address the Board on Items on the Agenda (Three-Minute Limit)
6. Citizens wishing to address the Board on Items not on the Agenda (Three-Minute Limit)
7. Items for Discussion and Consideration
 - A. Financial Report
 - B. Comprehensive/Blueprint Plan Implementation Status of Priority Action Items
 - I. Strategy 6.3(d) Continue Business Retention Program.
 - II. Strategy 6.3(g&h) Develop/Continue Business Incubator/entrepreneurial support spaces.
 - III. Strategy 6.5(c), 6.7(b) & 6.6(c) First Friday Downtown
 - IV. Downtown Redevelopment Sites
 - V. Alley Way Improvement Plan
8. Other Business
9. Next Meeting: March 22, 2018
10. Adjournment



**Proceedings of the Downtown Ironwood Development Authority
Thursday, January 25, 2018**

A regular meeting of the Downtown Ironwood Development Authority (DIDA) was held on Thursday, January 25, 2018 at 8:00 A.M. in the Women’s club Room, 2nd Floor, Memorial building, Ironwood Michigan.

1. Call to Order: Chairman Tom Williams called the meeting to order at 8:00 A.M.
2. Recording of the Roll:

MEMBER	PRESENT		EXCUSED	NOT EXCUSED
	YES	NO		
Tom Williams, Chair	X			
Nancy Korpela, Vice	X			
Annette Burchell	X			
Eleanor Bolich		X	X	
Amy Nosal	X			
Yvonne Novascone	X			
Cameron Pitts		X	X	
Anna Lovelace	X			
Nancy Zak	X			
	5	4	Quorum	

Also Present: Community Development Assistant, Tim Erickson

3. Approval of the November 16, 2017 Meeting Minutes:
Motion by Korpela to accept the meeting minutes from the December 16, 2017 meeting. **Second** by Novascone. **Motion carried 5 to 0.**
4. Approval of the Agenda:
Motion by Korpela to accept the Agenda. **Second** by Zak. **Motion carried 6 to 0.**
5. Citizens wishing to address the Authority on Items on the Agenda (Three-Minute Limit):
None.
6. Citizens wishing to address the Authority on Items not on the Agenda (Three-Minute Limit):
None.
7. Items for Discussion and Consideration:

- a. Financial Report: Director Bergman presented the report for November and December and stated that Paul Linn will be updating the Authority

Motion by Lovelace to accept the Financial Report. **Second** by Korpela.
Motion carried 5 to 0.

- b. Review and decision on Flower Basket Proposal for 2018

Motion by Lovelace to approve the proposal from Lakes Flower Cabin with the same amount and color baskets as last year. **Second** by Lovelace. **Motion carried 7 to 0.**

- c. Meeting Schedule Approval (Jan. 25, Feb. 22, Mar. 22, Apr. 26, May 24, June 28, July 26, Aug. 23, Sept. 27, Oct. 25, Nov. 15, Dec. 20)

Motion by Lovelace to approve the meeting schedule. **Second** by Novascone.
Motion carried 7 to 0.

- d. Red Bull 400 Event: Director Bergman presented the Red Bull 400 Event and stated that the DIDA should consider to do a special event downtown after the Red Bull event.

- e. Comprehensive Plan & Blueprint Plan Implementation Status of Priority Action Items:

- I. Strategy 6.3(d) Continue Business Retention Program – All Members

- 1. Director Bergman stated that he has been trying to contact Book World to get a price and information on the building. The Authority discussed potential businesses that could occupy some vacant buildings.

- II. Strategy 6.3(g&h) Develop/Continue Business Incubator/entrepreneurial support spaces – Korpela

- 1. Korpela stated that she has been working on a business plan and searching out funding and grants.

- III. Strategy 6.5(c), 6.7(b) & 6.6(c) First Friday Downtown – Lovelace, Bolich, Pitts

- 1. Love Your North
 - a. Erickson presented the Facebook page and the poster.
- 2. Approval of Application for MCACA Mini Grant for \$4000
 - a. Director Bergman updated the Authority on the grant.

Motion by Zak to approve the application for the DIDA to apply for the MCACA Mini Grant. **Second** by Korpela.
Motion carried 6 to 0.

IV. Downtown Redevelopment Sites.

1. Director Bergman discussed a potential project through the MEDC to be discussed at a future meeting.

V. Alley Way Improvement Plan – Burchell, Zak,

1. Zak stated that snow removal in the alley has been a struggle this winter and suggested that the City plow earlier in the morning.

8. Other Business: Lovelace asked about the DIDA sponsoring a cleanup day in downtown in the spring.

9. Next Meeting: January 25, 2018 at 8:00 a.m.

Adjournment at 9:27 a.m. is adjourned.

Motion by Lovelace to approve the application for the DIDA to apply for the MCACA Mini Grant. **Second** by Zak. **Motion carried 5 to 0.**

Tom Williams, Chair

Tim Erickson, Community Development Assistant

Fund 899 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
899-000.000-002.000	CASH IN BANK	15,089.91
899-000.000-020.000	TAXES RECEIVABLE-REAL-CURRENT	2,573.67
899-000.000-028.000	TAXES RECEIVABLE-DQ PER PROP	279.81
899-000.000-123.000	PREPAID EXPENSES	5.26
Total Assets		17,948.65
*** Liabilities ***		
899-000.000-202.000	ACCOUNTS PAYABLE	128.15
899-000.000-279.000	DEFERRED REVENUE	5,000.00
Total Liabilities		5,128.15
*** Fund Balance ***		
899-000.000-390.000	Fund Balance	15,634.01
Total Fund Balance		15,634.01
Beginning Fund Balance		15,634.01
Net of Revenues VS Expenditures		(2,813.51)
Ending Fund Balance		12,820.50
Total Liabilities And Fund Balance		17,948.65

REVENUE AND EXPENDITURE REPORT FOR CITY OF IRONWOOD
Balances as of 01/31/2018

Fund 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2017-18 Amended Budget	YEAR-TO-DATE THRU 01/31/18	ACTIVITY FOR MONTH ENDED 01/31/2018	Available Balance	% Used
Revenues						
Department 000.000: REVENUE						
403.000 CURRENT PROPERTY TAXES						
01/01/2018	GJ DEFERRED PROP TAX REV - MONTHLY ALLOC		303958	1,000.00 JE# 25481		
403.000	CURRENT PROPERTY TAXES	11,500.00	7,000.00	1,000.00	4,500.00	60.87
675.000	CONTRIBUTIONS AND DONATION	2,000.00	1,050.00	0.00	950.00	52.50
Total - Dept 000.000		13,500.00	8,050.00	1,000.00	5,450.00	59.63
Total Revenues		13,500.00	8,050.00	1,000.00	5,450.00	59.63
Expenditures						
Department 735.000: DOWNTOWN DEVELOPMENT						
702.000	SALARIES AND WAGES	800.00	0.00	0.00	800.00	0.00
715.000	SOCIAL SECURITY	100.00	0.00	0.00	100.00	0.00
727.000	OFFICE SUPPLIES	100.00	0.00	0.00	100.00	0.00
728.000	OPERATING SUPPLIES	4,300.00	1,596.34	0.00	2,703.66	37.12
730.000	POSTAGE	200.00	69.00	0.00	131.00	34.50
801.000	CONTRACTUAL SERVICES	5,000.00	1,875.00	0.00	3,125.00	37.50
802.000	PROFESSIONAL SERVICES	100.00	0.00	0.00	100.00	0.00
845.000 FIRST FRIDAY EVENTS						
01/31/2018	AP CREDIT CARD PAYMENT		304089	38.15 Inv #: '01122018' Vendor '0000304310'		
845.000	FIRST FRIDAY EVENTS	0.00	38.15	38.15	(38.15)	100.00
851.000 ADVERTISING AND PROMOTION						
01/31/2018	AP PUBLIC NOTICES - JAN		304082	90.00 Inv #: '1801042' Vendor '0000123000'		
851.000	ADVERTISING AND PROMOTION	100.00	545.50	90.00	(445.50)	545.50
910.000 INSURANCE AND BONDS						
01/01/2018	GJ LIABILITY/PROPERTY INS - MONTHLY ALLOC.		303954	104.25 JE# 25477		
910.000	INSURANCE AND BONDS	1,500.00	729.75	104.25	770.25	48.65
917.000 WORKERS COMPENSATION						
01/01/2018	GJ WORKERS COMP INS - MONTHLY ALLOCATION		303953	1.02 JE# 25476		
917.000	WORKERS COMPENSATION	0.00	7.14	1.02	(7.14)	100.00
940.000	RENTALS OTHER	0.00	0.00	0.00	0.00	100.00
956.003	TAX CHARGEBACKS	100.00	102.63	0.00	(2.63)	102.63
965.000 DONATIONS						

Fund 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2017-18 Amended Budget	YEAR-TO-DATE THRU 01/31/18	ACTIVITY FOR MONTH ENDED 01/31/2018	Available Balance	% Used
Expenditures						
Department 735.000: DOWNTOWN DEVELOPMENT						
01/31/2018	AP DONATION THEATRE ROOF REPAIRS		303570	5,000.00	Inv #: '01232018' Vendor '0000127500'	
965.000	DONATIONS	0.00	5,000.00	5,000.00	(5,000.00)	100.00
969.000	TRANSFER TO MAJOR STREETS	1,200.00	900.00	0.00	300.00	75.00
Total - Dept 735.000		13,500.00	10,863.51	5,233.42	2,636.49	80.47
Total Expenditures		13,500.00	10,863.51	5,233.42	2,636.49	80.47
NET OF REVENUES AND EXPENDITURES		0.00	(2,813.51)	(4,233.42)	2,813.51	